In Attendance

Members Present:
Nicole Chafer – Talent Acquisition, Northwestern Medical
Jodi Wubbena – Operations Manager, Swedish American Hospital

KC Members Present:
Chase Budziak – Dean of Instructions
Jud Curry – Vice President, Instructions
Terry Lyn Funston – Director of Curriculum & Revision
Terri Wheeler – Student Worker, Recorder

Introductions

Everyone present at the meeting went around the table and introduced themselves.

Updates to Program

College Structure Changes:
Chase Budziak explained that Mindy Finch left Kishwaukee College before the semester began and that Bette Chilton retired. There was a reconstruction of the course and he now works with areas such as Emergency Medical Services, Radiologic Technology, Therapeutic Massage, and now Medical Assistant.

Program Approval Status:
Chase noted that the Medical Assistant Program has been approved by the Illinois Community College Board. Terry Lyn Funston said that the documents are final because they were approved, however, if changes need to be made, that is something for the advisory to decide. The documentation is now being forwarded to regional accreditation. This process could take between one to six months. Registration for spring 2020 will begin Monday, November 4. We were hoping to start courses for the program in the spring, however, we are now aiming for fall 2020.

Equipment Acquisition:
The Medical Assistant Program received a variety of funding. Our budget for startup supplies was $20,000 and we have used around $10,000 so far. We are funded by the Perkins Fund, however, have also received a grant from the Kishwaukee Foundation, along with the Kishwaukee Innovation Grant. The equipment that has been purchased so far includes an EK machine, three fake arms, sphygomometers, and 20 injection pads.

Revised Timeline & Suggestions:
Currently, we are in the process of preparing the student handbook, along with completing the hiring process. We are also looking further into accreditation and confirming that our standards meet employer needs.
Review Full-Time Medical Assistant Position Description

Chase presented the Full-Time Medical Assistant Position Description to the committee. After reviewing the description, Nicole explained that the majority of the work is clinical, not ambulatory. After a brief conversation reviewing the position description, Chase then asked if there are any recommendations on where else to post the job. Everyone agreed that if worst comes to worst, they turn to indeed. He also asked if anyone on the committee would be willing to join the interviews since the new hire will have an impact on the program and the students. For the purpose of the college, we need someone who is a Medical Assistant and who would be willing to go for a Bachelors degree if they don’t already have one. It was noted that the job description stated Bachelors preferred. Chase said that he will look into it to confirm. He asked Nicole and Jodi where they get most of their employees. They explained that it is more geographically based. They then listed a number of different colleges.

Review Marijuana Policy Draft

After reviewing the Marijuana Policy Draft, Nicole and Jodi said that it seemed clear and straightforward. Nicole explained that they are sort of stuck when it comes to this policy at Northwestern Medical. They have created a committee just to decide how best to handle the situation and what the best approach would be.

Community/Industry Need

Community Partner Need:

With outpatient clinics and Kishwaukee, there is a definite need for Medical Assistants. It is one of the hardest positions to fill. Jodi explained that if the position doesn’t fill at Swedish American, they create a position that the applicant can fulfill without being a certified Medical Assistant. Since the applicant is not a Medical Assistant, they are not allowed to give injections. Nicole added on that at Northwestern Medical, they provide on the job training for those who are not certified as well. These individuals are not required to go through the accreditation process.

Chase brought up an idea that would allow employees who are not credentialed, to become credentialed. His idea included competency based activities so that if the employee can show they have acquired the skill, they do not have to relearn it. The only issue is that to become certified, you have to have had an externship. Those taking part in an externship do not receive income for it. Chase said that he will look into it. Nicole explained that a major requirement for obtaining a job in this field is an externship or previous job experience.

Accreditation:

Chase explained that he is not completely sure the accreditation Kishwaukee College is using for the Medical Assistant Program. Nicole said that some applicants do not have accreditation which is fine, but they don’t have the credentials that the employer accepts. This means that they have to pay money to take another exam. There are study materials for the exams online, however, she believes that the curriculum required for the different types of accreditation plans is different.

Marketing & Recruitment

We need to bring students with interest to the program. Ten students are going to be admitted into the program. Terry Lyn explained that she knows seven students who are interested. Jud said that we can’t really promote the program until it is fully approved, however, it is great that we are already seeing interest.

Medical Assistant Advisory Committee
A Co-Chairperson is going to be discussed during the next meeting.

Next Meeting

March 2020, 8:00am

Adjourned 9:12